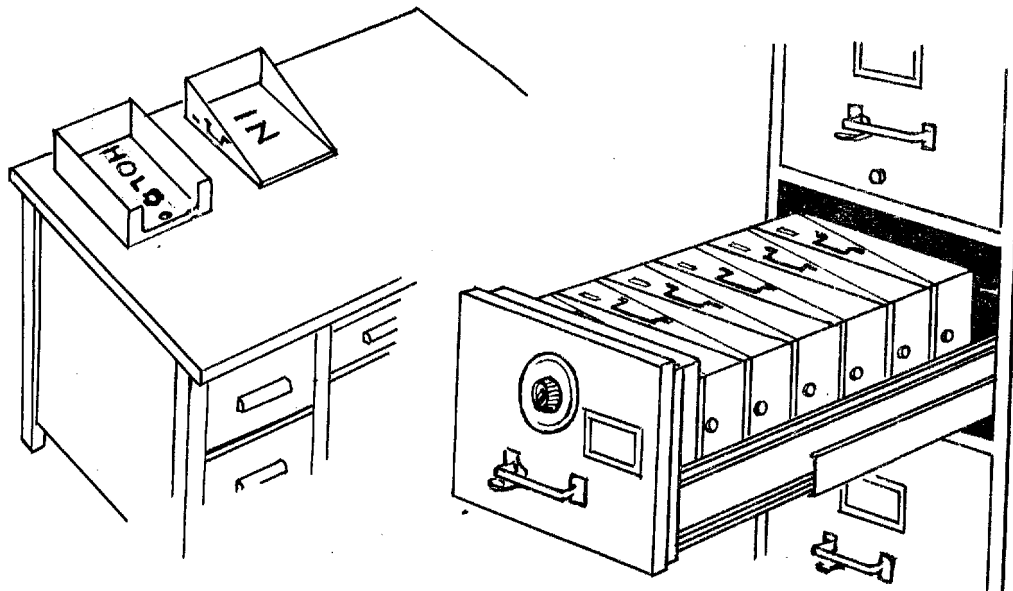


PORTABLE DESK TRAYS

Portable desk trays were developed by the Agency for maintenance of your day-to-day working papers.



CONVENIENCE

DAY - Use top as an "IN" tray and bottom for "HOLD" tray (or nest bottom in top if only one tray is desired).

NIGHT - Use "IN" tray as a top and carry work accumulation as in a brief case. Place in safe with one hand - no stacking on top of other trays, no spilling of contents, no loss of papers in back of drawer.

ECONOMY

Overnight storage in safe cabinets for as many as six persons per drawer as compared to the usual two persons using standard wooden trays.

Cost per person for safe space and wooden tray..... \$31.10
Cost per person for safe space and portable tray.... \$13.41

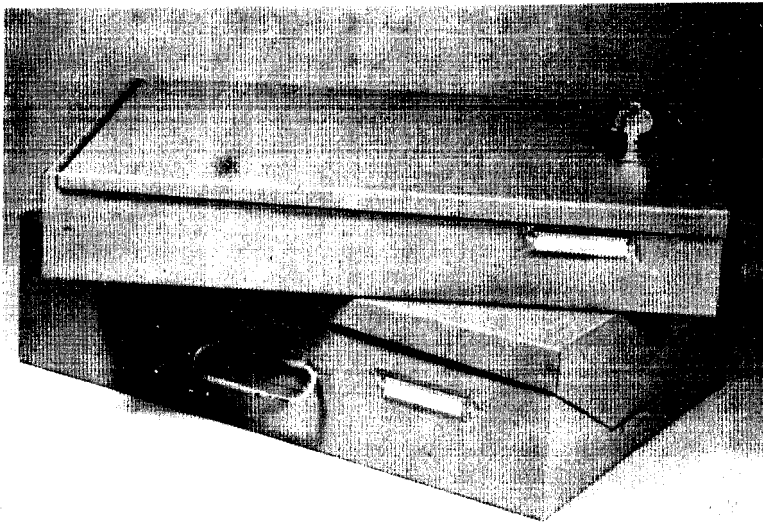
For additional information see your Area Records Officer or call the Records Management Division, Management Staff, Ext.

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CENTRAL INTELLIGENCE AGENCY

SECURITY DESK TRAYS PRESENTED FOR YOUR USE AS
A FEATURE OF THE AGENCY'S RECORDS MANAGEMENT PROGRAM

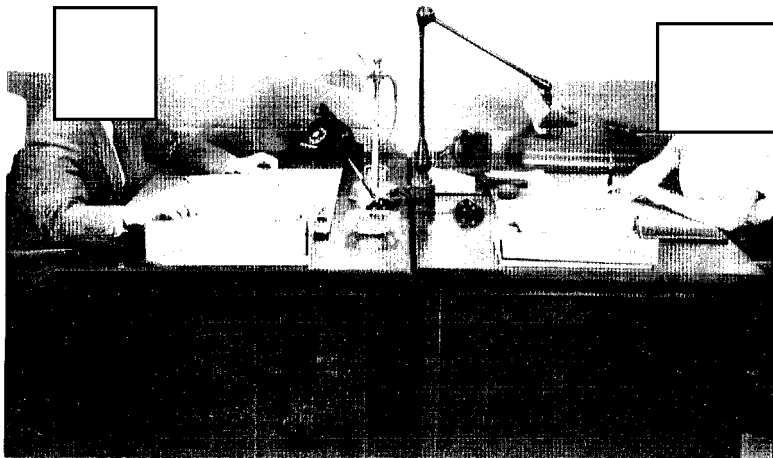
Security Desk Trays



The security desk trays shown above, were developed by the Agency for the storage of your day-to-day working papers. They offer a number of advantages over the standard open-top trays and their general use throughout the Agency is recommended. Please review the advantages illustrated on the succeeding pages. Your Area Records Officer will be glad to discuss your problems and procurement and use of the boxes with you. Additional information may be obtained by calling the Records Services Division, GSO, Extension

STAT

Daytime Use of Security Desk Trays by Secretaries,
Clerks, Analysts, Supervisors and Executives

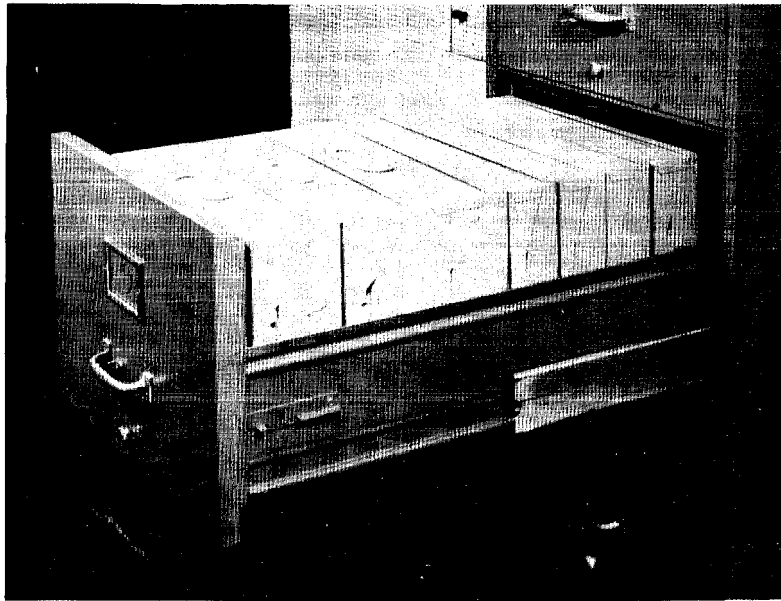


Security desk trays are the same general size as the usual open-top desk trays but are available in both 2½" and 4" depths. The 4" box is provided for persons whose work requires the retention at hand of more material that can conveniently be packed in a regular desk tray when putting current work away for night storage.

The trays will be available in both gray and mahogany-toned steel. Both top and bottom are covered with anylon padding to prevent marring and scratching desks. The top is removable and is easily put out of the way by placing under the tray when in use.

The top is equipped with a pick-resistant key lock for protection when the user is momentarily away from his desk. However, this does not eliminate the necessity for complying with existing security regulations concerning the guarding and handling of classified documents.

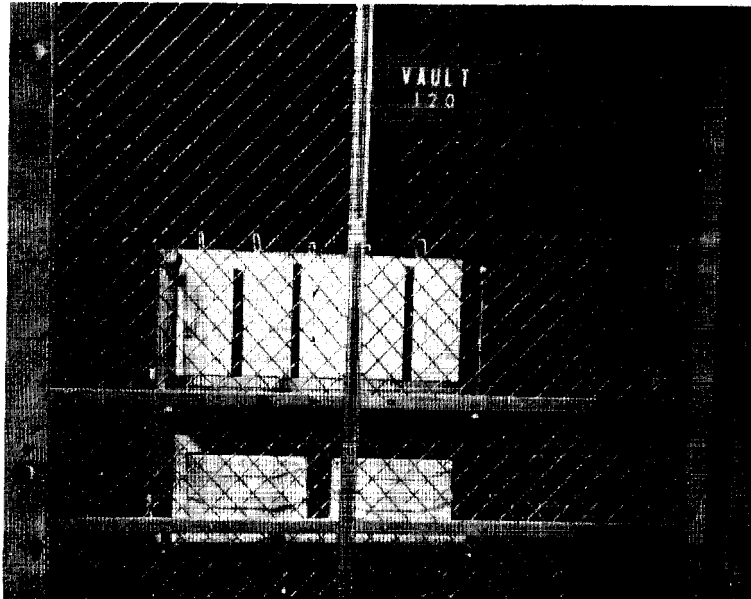
Consolidated Night Storage in Safe Cabinets



In offices where vaulted areas are not available, security desk trays permit the overnight storage of material for from 6 to 9 persons in a single safe drawer, dependent on the size boxes used. There is a name plate on the side for the ready identification of the individual users.

A considerable portion of the drawer space of all safe cabinets are used for overnight storage. An honest effort to reduce overnight storage requirements will afford considerable economies in the Agency's procurement of additional safes and will make your office more comfortable by reducing the space required for new safes or by permitting the transfer of unneeded safes.

Overnight Storage of Security Desk Trays in Vaulted Areas



When vaulted areas are available or can be established, it is strongly recommended that they be used for the overnight storage of day-to-day work papers of nearby personnel. This will eliminate the uneconomical use of expensive safes and reduce security risk through the reduction of the number of locks that can be left open. The pick-resistant locks on the boxes are an assurance to the users that their material cannot be tampered with or examined by other persons having access to the vaulted areas after hours or during the users absence.

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SB-15

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"The following extracts from two documents issued by . . . a Ministry . . . are instructive.

"The first is:

'I am to add that, doubtless, local authorities appreciate that it is a matter of prime importance that information about possible breaches of Defence Regulation . . . should reach the investigating officers of the Ministry . . . with the minimum of delay.'

"The second is:

'After six years of war almost every building in this country needs work doing to it. The whole of the building labour force could be employed on nothing else but repairs and maintenance. Yet there are hundreds of thousands of families who urgently need homes of their own and will keep on suffering great hardship until houses can be provided for them.'

"The first of these is bad. It is the sort of thing that those who say Civil Servants write badly point to in support of their case. The first eighteen of its thirty-eight words are padding, and the last five are a starchy paraphrase of 'as soon as possible.' The second is excellent. It has no padding, and says what it has to say in brisk businesslike English. . . .

"Padding may take the form of saying, sometimes at some length, what is so obvious that it need not be said at all. Here is an example from my 1943 address:

"The planning of the Government Evacuation Scheme falls into two parts (a) the arrangements for the removal of persons from the areas to be evacuated, and (b) the arrangements for their reception in the areas to which they are transferred. Those arrangements will not be of uniform concern to all local authorities, the arrangements for removal being a matter for the authorities for the evacuating areas and the arrangements for reception for the authorities for the receiving areas.'

"The following introductory sentence to a circular is, I think, wholly padding, but I cannot be sure, for I can find no meaning in it.

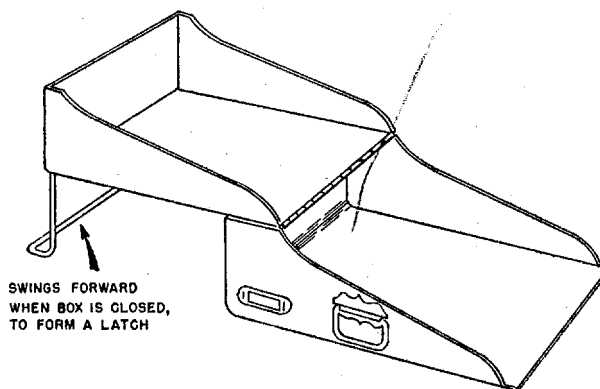
"The proposals made in response to this request show differences of approach to the problem which relate to the differing recommendations of the Committee's Report, and include some modifications of those recommendations.'

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"The problem is likely to continue in existence for an indefinite period ahead.'"

OVERNIGHT STORAGE BOX TO GET NEW LOOK

The May-June 1958 issue of the Support Bulletin publicized the advantages of using storage boxes rather than desk trays to store work papers overnight in safes. As a result, headquarters received requests for more boxes than were available. Several excellent suggestions were received for improving the storage box, and these ideas have been incorporated in the new design shown below.



We are seeking manufacturers who can make the new box of either plastic or aluminum rather than of sheet metal, if costs permit. There will therefore be some delay in supplying the boxes, but all requests will be retained until they can be filled.

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MANPOWER PROBLEMS AND CAREER DEVELOPMENT

The Deputy Director has expressed some views which may be of general interest on the subjects of our use of manpower and the career development program.

"This Organization has a big job to do. I hope that we will always have more ideas than resources, no matter how great our resources, but this places constant pressure on all of us to increase our personnel. As a practical matter, however, and short of war, we have reached a size which is just about the top we can expect for the job we have to do. I see no increase headed in our direction, and in fact, the Director has frequently been challenged by congressional committees on the need for the number of people we *currently* employ.

"Now, we, unlike many of the old-line Government agencies, or business concerns for that matter, have a job which is ever-increasing in scope and significance, and ever-changing in its tactical approaches to accomplish its mission.

"It is our *business* to develop new and important opportunities and techniques, and as they are developed, or as they occur, it is our further business to exploit them. We can do this in several ways: by increasing our numbers, by rearrangement of priorities, by increasing our efficiency, or by some combination of these. What I'm trying to say is that we shall have to do without the first, that is, the increase of personnel. I think we might *essentially* meet our changing responsibilities without increasing our overall personnel strength. But whether we *can* or not, it is clear to me that we shall be *expected* to. Many factors go into the development of the confidence that the Organization must receive from Congress, the Executive, and the public, if it is to succeed. One of the most important of these factors is for them to have the confidence that we are not empire builders, and that we do exercise rigid econ-

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"The experiences of recent years give us hope that we can succeed in this. We have met emergency opportunities by permitting an increase in personnel strength in certain projects, and then, over the longer pull, have made careful adjustment in other programs in order to bring us back into balance with self-imposed ceiling. In this manner, we have maintained room to maneuver. Part of this 'room to maneuver' has been accomplished through improved management. But we can and must improve more.

"Now, I realize that it is easier to say that we must improve more, than it is to find concrete ways of doing it. This is where *you* come in. We depend upon you to bring forward ideas to improve our management. You must take time and apply your thinking to this problem.

"I know personally of no executive in the Organization who doesn't work very hard and who isn't under constant pressure of an ever-increasing workload. Often, however, the busy executive or supervisor doesn't take time out to sit back and give a good hard look at what he is doing and how he is doing it. Management improvement requires this kind of reevaluation followed by positive action. Too often we *talk* about efficiency and management improvement and then end up saying, 'Let George do it.'

"In this question of effective manpower utilization, each of us must be a 'George.' Voluntary manpower savings are clearly in our own self-interest. They provide us with the room to maneuver which I have spoken of, with the essential flexibility to meet our dynamic activity.

"I'd like all supervisors to try taking a good hard look at their own shops. Ask yourself the question, 'Suppose I had to get along with

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SB-15

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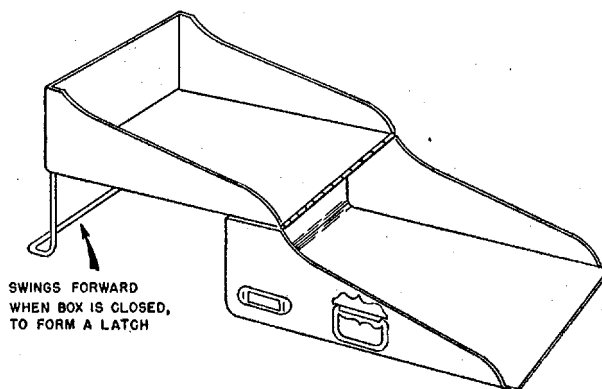
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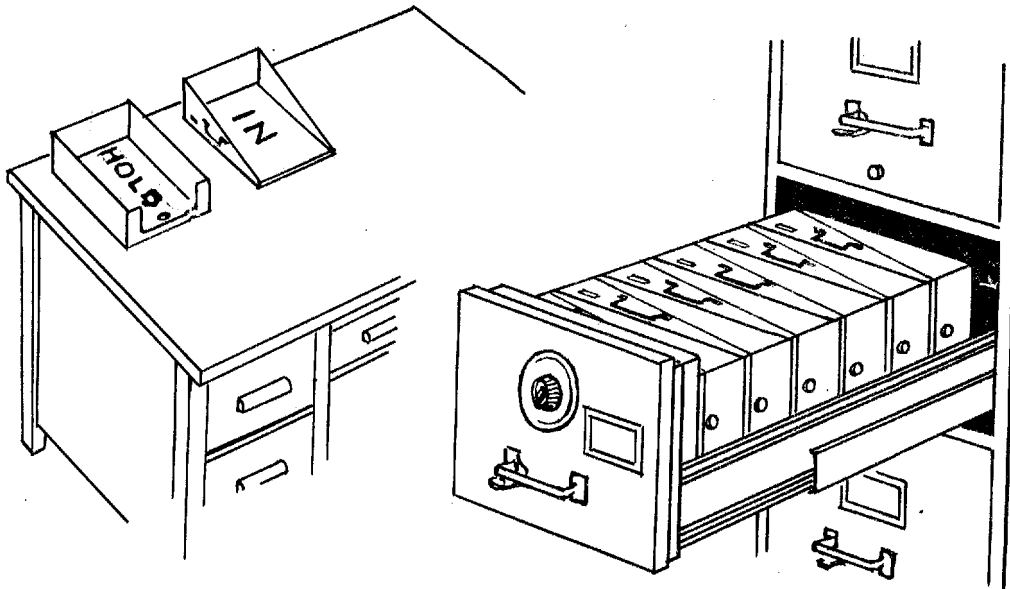
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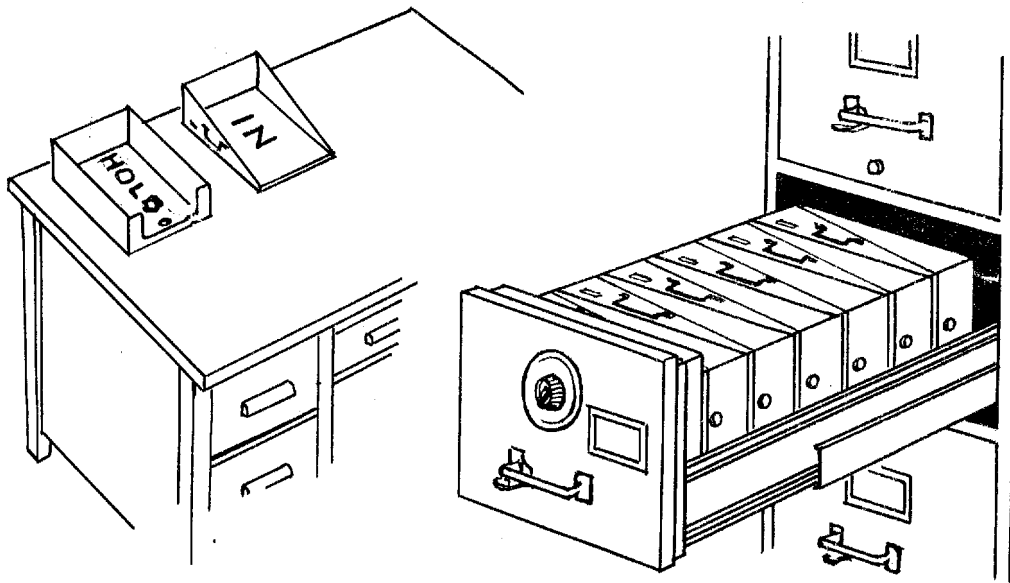
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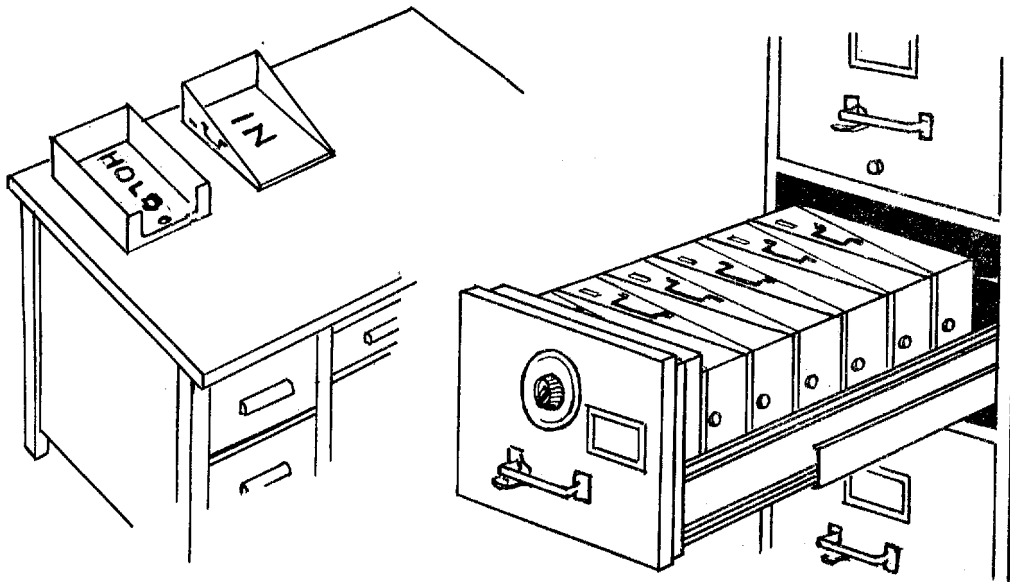
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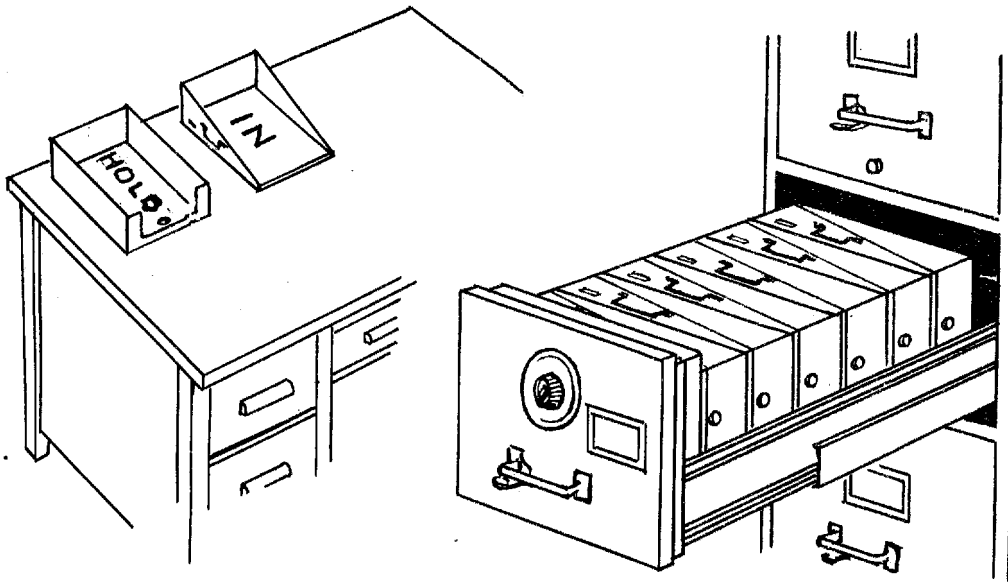
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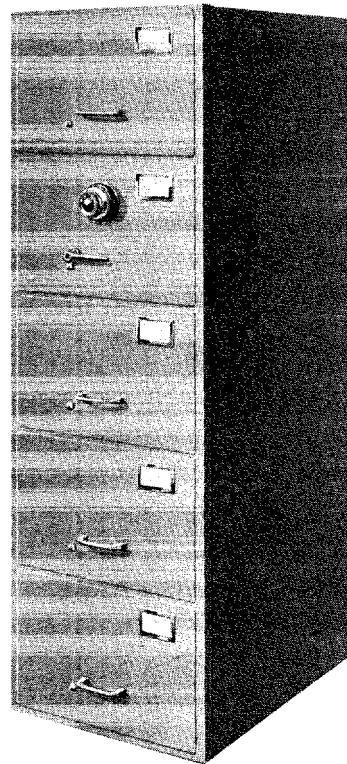
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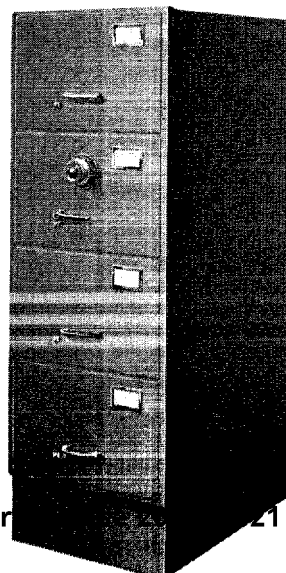
NON-INSULATED **Mosler** Security Filing Cabinets for U. S. Government Use

AUTHORIZED PRICE LIST
GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
CONTRACTOR THE MOSLER SAFE COMPANY
OCTOBER 15, 1958 THROUGH SEPTEMBER 30, 1959
CONTRACT NO. GS-00S-20637

- Approved for "Classified Material" as required by Executive Order No. 10501 "... Top secret material shall be protected by the most secure facilities possible."
- Lighter weight, stronger construction. Life time construction compared to ordinary commercial steel or insulated files.
- NEW Mosler MR300 manipulation resistant lock. Listed as Group 1 by Underwriters' Laboratories — approved resistance to combination detection by radio active sources.
- These cabinets are certified by the Standardization Division of General Services Administration to comply with test requirements of Interim Federal Specifications AA-F-00358a (GSA-FSS) dated February 11, 1957 for a Class 3 cabinet.
- New "Ease of Operation" . . . combination lock and operating handle are located on the drawer below the top one. It's easier to see the combination numbers — easier to operate.
- 4 and 5 drawer letter and legal models.
- 4 drawer model can be furnished in 57 1/2" or 52" height at no extra cost.



5 drawer model provides
greater filing capacity
. . . saves floor space,
blends with office decor.



4 drawer model — note location of combination lock and operating handle. Easier to see the combination numbers — easier to open the file.

4 AND 5 DRAWER SECURITY CABINETS Letter and legal sizes

SEE OTHER SIDE FOR DIMENSIONS
AND PRICES

The **Mosler Safe** *Company*

Since 1848

WORLD'S LARGEST BULK ORDERS OF SAFES AND BANK VAULTS

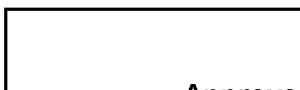
Factories: Hamilton, Ohio

Approved For

21 : CIA-RDP70-00211R000700200001-0

STAT

Bob



GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE

OCTOBER 15, 1958 THROUGH SEPTEMBER 30, 1959 — CONTRACT GS-00S-20637 NEGOTIATED

CLASS 3 CABINET — NON-INSULATED

ITEM NO.	DESCRIPTION	NET WEIGHT	SHIPPING WEIGHT	F.O.B. HAMILTON	DELIVERED WASHINGTON, D.C.
7110-551-5263	5-drawer Cap Size, gray	525 lbs.	595 lbs.	\$288.00	\$305.50
7110-551-5259	4-drawer Cap Size, gray	485 lbs.	555 lbs.	\$254.00	\$267.50
7110-551-5261	5-drawer letter size, gray	475 lbs.	540 lbs.	\$285.00	\$302.50
7110-551-5237	4-drawer letter size, gray	435 lbs.	495 lbs.	\$249.00	\$263.00

Prices INCLUDE Manipulation Proof Combination Lock. Certified Group 1 Underwriters' Laboratories.

QUANTITY DISCOUNTS

\$ 1,000.00 to \$ 2,499.99	1%
\$ 2,500.00 to \$ 4,999.99	2%
\$ 5,000.00 to \$ 9,999.99	3%
\$10,000.00 to \$25,000.99	4%

TERMS: 1/2% 20 Days — Net 30 Days

EXTRAS (Not Included in Contract)

The following items are available on OPEN MARKET purchase orders:

F.O.B.
HAMILTON, OHIO**Standard Commercial Export Packing**

5-drawer files	\$20.00
4-drawer files	20.00

Military Specification Export Packing

5-drawer files	70.00
4-drawer files	57.00

Insertable Casters

	10.00
--	-------

Walnut or Mahogany Finish

5-drawer files	45.00
4-drawer files	40.00

TABLE OF DIMENSIONS

ITEM NO.	DESCRIPTION	OUTSIDE			INSIDE DRAWER		
		HIGH	WIDE	DEEP	HIGH	WIDE	DEEP
7110-551-5263	5-drawer Cap size	57½	19-1/16	28	10-3/16	15½ ✓	24¾*
7110-551-5259	4-drawer Cap size	57½†	19-1/16	28	10-3/16	15½	24¾*
7110-551-5261	5-drawer letter size	57½	15-13/16	28	10-3/16	12¼	24¾*
7110-551-5237	4-drawer letter size	57½†	15-13/16	28	10-3/16	12¼	24¾*

Drawer depth is distance from inside of drawer head to compressor.

* Drawer containing lock is 24½" deep.

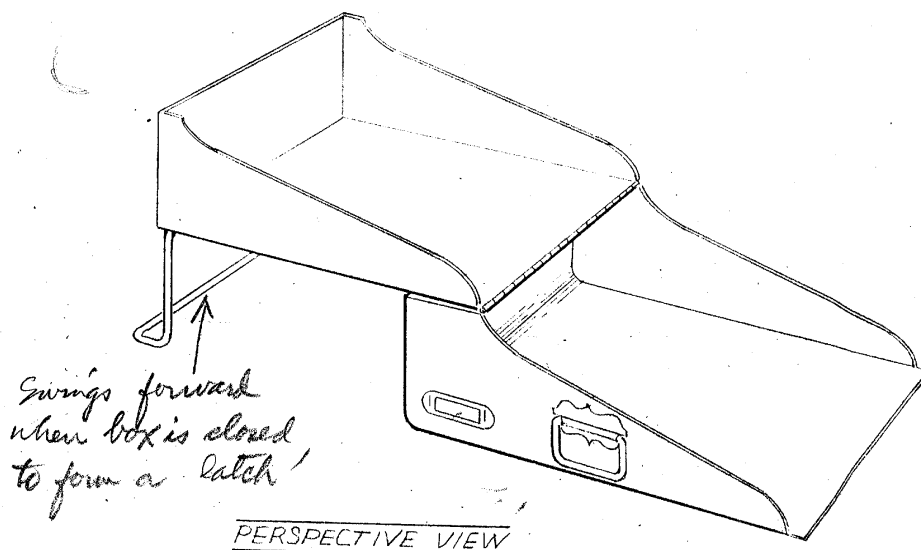
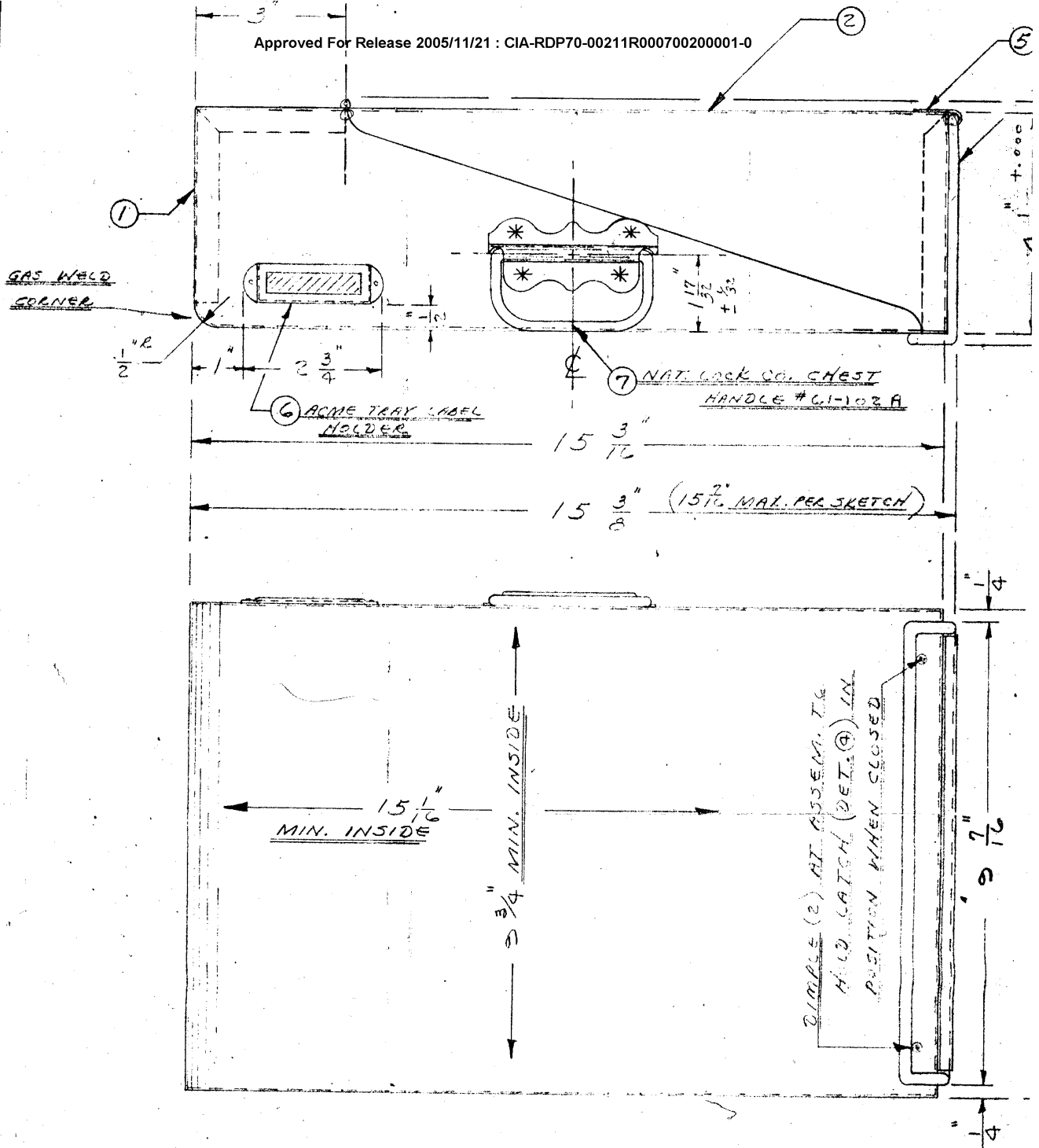
† 52" high model also available—at no extra cost.

The **Mosler Safe** *Company*

Since 1848

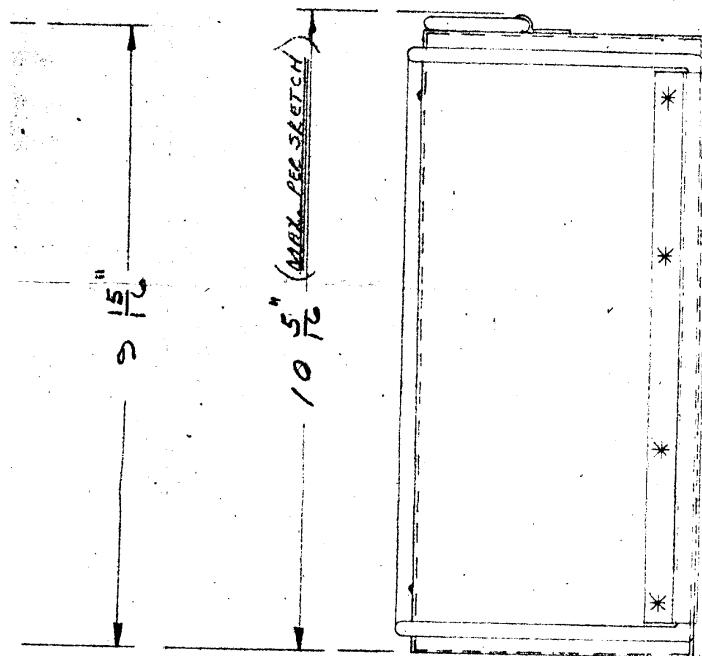
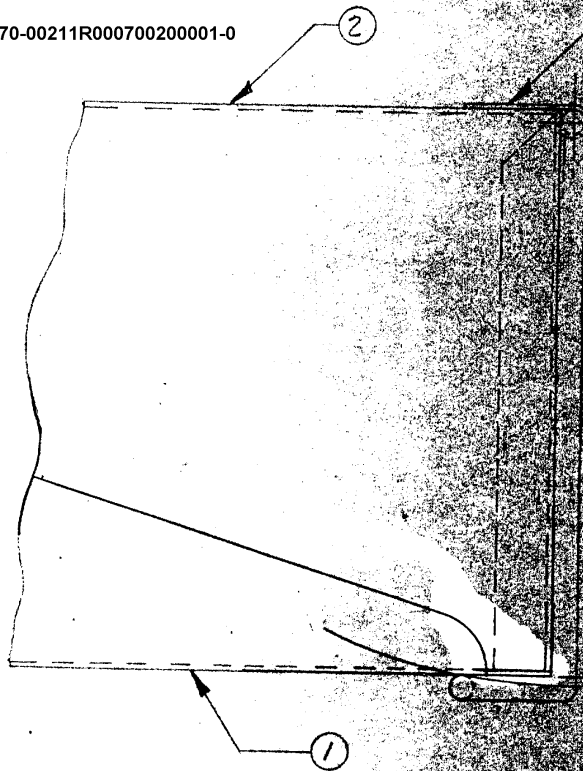
WORLD'S LARGEST BUILDERS OF SAFES AND BANK VAULTS**Factories: Hamilton, Ohio**BALTIMORE
510-512 St. Paul PlaceBOSTON*
375 Boylston St.BUFFALO*
224 Delaware Ave.CHICAGO*
228 No. LaSalle St.NEW HAVEN*
275 State St.NEW YORK*
320 Fifth Ave.PHILADELPHIA*
1503 Walnut St.PITTSBURGH
Union Trust BuildingSAN FRANCISCO*
119 Sacramento St.WASHINGTON, D.C.*
2461 Wisconsin Ave. N.W.

ALBANY, N. Y. • ATLANTA • CINCINNATI • COVINGTON, KY. • DALLAS • DENVER • DETROIT • HOUSTON
 KANSAS CITY • NEW YORK • NEW ORLEANS • NEW ORLEANS • ST. LOUIS • and other
 principal cities in the United States and foreign countries.

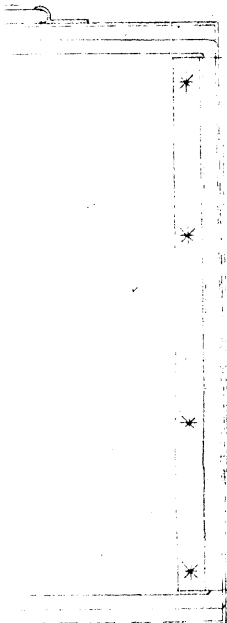
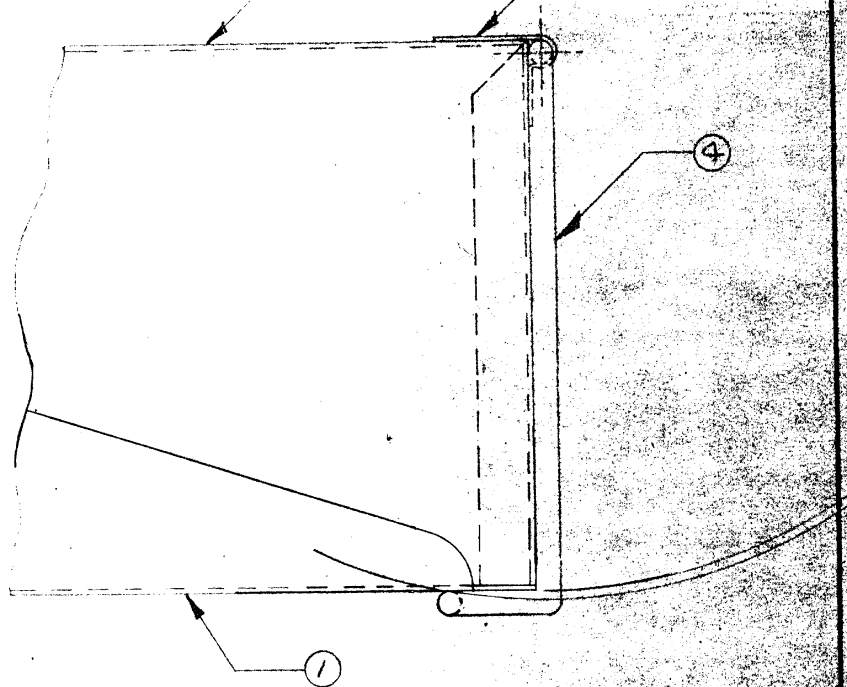


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<p>ORDER NO. _____</p> <p>NOTE: - THIS DRAWING (OR PRINT) IS THE PROPERTY OF ACME VISIBLE RECORDS, INC. CROZET, VA. IT SHALL NOT BE TRACED, PHOTOGRAPHED, PHOTOSTATED OR REPRODUCED IN ANY MANNER, NOR USED FOR ANY PURPOSE WHATSOEVER EXCEPT BY WRITTEN PERMISSION OF ACME VISIBLE RECORDS, INC.</p>	○				<p>ACME VISIBLE RECORDS, INC. CROZET</p> <p><u>OVERNIGHT SERVICE</u></p> <p><u>4</u> <u>033500</u></p>
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REF. DWGS.

ACME VISIBLE RECORDS, INC.

CROZET

VIRGINIA

OVERNIGHT STORAGE BOX

— 4 ASSEMBLY —

DATE: 2-24-59

SCALE: 2 1/2" X 1 1/2"

DRAWN BY: W. J. W.

CHECKED BY:

BILL OF MATERIAL NUMBER:

DRAWING NUMBER:

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